

General Information

HHCC has a **NO ALCOHOL ONSITE** policy

MINIMUM PAYMENT REQUIREMENTS: Minimum of 30 people per night stay. If your group has smaller numbers, please contact us to discuss further options.

CAMP TIMES

Weekend Bookings commence at 7.00pm Friday evening and conclude at 3.00pm Sunday afternoon.

Long weekends are one day extensions on this format.

Week-day Bookings commence after 10.30am on the day of your booking, and concludes at 3.00pm on the last day of your booking. Catered camps-lunch is not provided on the first day.

Variations to normal arrival and departure times must be discussed with and approved by camp Management *prior* to camp dates.

CAMP NUMBERS:

Please notify us 7 working days before your camp starts with the number of people coming to camp and any dietary needs. These numbers will be used for staff work schedules and catering purposes. Your account will be determined on those numbers advised of unless numbers are increased on your arrival, in which case your charges will be increased accordingly.

When making payment please **DO NOT** deduct your booking fee as this will be refunded when the camp is left clean and tidy and no damage has occurred.

SURCHARGES:

\$2per person, per day surcharge for day-visitors. All day visitors **MUST** sign-in the Visitors Log.

\$25.00 administration fee will be added to your invoice for any fees left outstanding.

\$20.00 per hour for early arrival and late departure times outside of normal booking times.

\$2.50 per council bag for any Self-Catering groups that leave their rubbish behind.

MEAL COST FOR YOUR VISITING GUESTS: (Full-Catered Camps Only)

Lunch \$10.00 per person

Dinner \$15.00 per person

Special Diets incur a charge of \$5 per person, per day.

FULL-CATERED MEAL TIMES ARE: Any changes by camp organisers to these times may incur a surcharge.

Breakfast 7.30 or 8 am

Lunch 12.30 pm

Dinner 5.30 or 6 pm

FULL-CATERED CAMPS:

Catered camp meals are prepared and cooked by our qualified camp cooks.

Catered Camp fees include breakfast, lunch and dinner. Drinks (water, tea, coffee, hot-choc, sugar, milk). We also provide all crockery and cutlery required. Groups are required to bring their own biscuits and cakes for morning and afternoon tea and supper.

SELF-CATERED CAMPS:

Self-Catered Camps supply their own food & drinks, tea towels, dish cloths, washing powder, dishwasher liquid, glad wrap etc, pot scrubbers and first aid kit. Cutlery & Crockery are supplied.

NO DUTIES: Catered Camps-If your group opts out of doing duties, a charge of \$5pp per night applies.

NO FINAL CLEAN UP: If your group opts out of the final cleanup, a charge of \$5pp per night will be applied to your final invoice. This option is available to Self-Catered Camps also.

PACKED LUNCHES:

Full Catered Camps-If your group requires a cut lunch to have away from camp during your stay, please notify camp management at the time you provide your program.

OFF-SITE LUNCHES: Full Catered Camps-If your group requires lunch to be provided off-site, a charge of 72c per km applies.

DRYING ROOM: \$20 per 24hours if used.

CAMP BUILDINGS & ACCOMMODATION:

The Forlong Lodge has a lounge, kitchenette, 6 ensuite cabins & 3 family cabins.

Cabins 1-6 have x8 single bunk beds, ensuite shower & toilet

Cabins 7-9 are our family cabins that have 2 single bunk beds & a Queen bed or a Super King bed (the SK bed can split into 2 single beds).

The Highland Homestead is divided into 3 bunkrooms x 8 beds. These bunkrooms have showers and toilets a short walk through a covered walkway.

Our gym is ideal for indoor games and basketball.

Our grounds are suitable for most outdoor games and there is ample room for tent sites.

TENTS & CARAVANS SITE ONLY:

Unpowered: \$10 p/p per night (incl use of ablution block & dishwasher area)

Powered: \$15p/p per night (incl use of ablution block & dishwasher area)

(More options available under the charges tab)

FIRST AID & FIRE WARDEN:

All groups using the facility are to appoint their own **First Aid Person** and **Fire Warden**. First Aider must have a first aid kit and their role be made known to the other campers. The Fire Warden must have an accurate name list of all campers and day visitors on the property and the rooms in which campers are sleeping.

TELEPHONE, MOBILE PHONES & WIFI:

All cell phones on any network should be able to send and receive text messages and use mobile data.

Vodafone, Spark and Skinny Customers may be able to make and receive calls using the cellular network. Your phone must be set up to allow Vo LTE calls and there may be some other settings required.

Free WIFI can be accessed through Inspire net.

For friends and family who wish to contact you while at camp they can phone 06-3294716 ext 1

DATA PROJECTOR:

The Forlong Lounge is fitted with a Data Projector. The camp supplies DVD Player and TV input to the projector. The Data Projector accepts a HD D-sub 15 plug or an HDMI cable typically used computer monitor. Charge of \$25 per day.

ACTIVITIES:

Because safety is vital, these activities are subject to environmental conditions and the availability of staff if needed. HHCC management require 21days notice prior to your camp commencement date to book instructors or commercial operators for some of these activities.

Our facilities, grounds, local Native Park and river allow for a lot of no charge activities.

Available activities: Glow worms, Pohangina river, Totara Reserve Regional Park, walking and tramping tracks, caving, volleyball, basketball, BMX bikes, touch rugby, trampolines, earth boards, uni-cycles, river & bush studies, marshmallow pit, team building course all weather cricket pitch & gymnasium.

SPORTS EQUIPMENT:

HHCC does not provide any sports equipment - Groups must supply their own ie: balls & bats

PERSONAL LUGGAGE:

The following is a recommended list only for up to one week at camp.

Sleeping bag / blanket & Pillow	2 Towels
Fitted sheet for mattress	Torch (glow worms & caves)
Nightwear	Cycle helmet (if caving or BMX)
Toiletries and medication	1 Waterproof raincoat
3-4 Shirts / T-Shirts	Togs
2 Sweat-shirts	1 Warm / Sun hat
4-5 Changes underwear	2 Pair shoes or sneakers, gumboots
2 Pairs of Shorts	Sunscreen and lip salve
2 Pairs of long trousers / track-pants	Large plastic bag for dirty washing
5 Pairs warm socks	Day pack
2 Warm jerseys / bush shirts	Pencil / Pens / Diary etc